



**THE
DOON
SCHOOL**

Tender Form for the Providing Laundry Services to The Doon School duration of
Contract period from April 1, 2022 to March 31, 2024

Name of Tenderer
Address of Tenderer
Telephone No. :-
GST No. :-

S.No.	Service	Nos. of student	Rate
1	Laundry Services :- washing, hot air drying and ironing of linen/clothes	580 approx	

Note :-

(A) Quited rate should be inclusive of all Taxes and all expenses (To and Fro School)

Schedule for collecting the clothes from houses:-

S.No.	House	Days	Time
1	Martyn House	Tuesday & Friday	
2	Foot House	Tuesday & Friday	
3	Tata House	Monday & Thursday	
4	Hyderabad House	Wednesday & Saturday	
5	Kashmir House	Monday & Thursday	
6	Oberoi House	Wednesday & Saturday	
7	Jaipur House	Tuesday & Friday	

(Signature and seal of the firm)

**Gp. Capt. Sandeep Sethi (Retd.)
Director Administrative Affairs**

The schedule of quantities for washing and pressing of garments per boy per wash per week will be as given hereinunder. Items can be added or deleted from the list as per the Schools' discretion/School Uniform Policy and no upward changes / revisions in the agreed rate schedule under any circumstances, situation will be permitted to

SI	Item of Clothing	Every Wash	Every Week	Every 15 Days
		Nos. Per Boy	Nos. Per Boy	Nos. Per Boy
1	School Shirt	2		
2	School Shorts	2		
3	Games Shirt	2		
4	Games Short	2		
5	White Shirts	2		
6	White Trousers	2		
7	Underwear	4		
8	Vest	4		
9	Handkerchief	4		
10	Towel		1	
11	Kurta	2		
12	Pyjama	2		
13	Singlet	1		
14	Night Suit		1	
15	White T-Shirt	1		
16	Games Stockings	2		
17	School Stockings	2		
18	White Socks	2		
19	Patka	As Applicable		
20	Pagadi	As Applicable		
21	White Bed Sheet		1	
22	Pillow Cover		1	
23	Track Suit		1	
24	Coloured Bed Cover			1


Gp. Capt. Sandeep Sethi (Retd.)
Director Administrative Affairs





THE
DOON
SCHOOL

The Doon School, Dehra Dun

Tender Form for providing / supply of Laundry Services at The Doon School
duration of contract period from April 1, 2022 to March 31, 2024

S.No.	Details	Date
1	Last date of submitting the Tender Form	21-3-2022
2	Days of submitting the Tender Form	Monday
3	Timing of submission the Tender Form	4.30 P.m.
4	Place of submitting the Tender Form	In sealed drop box kept with the security at the main gate of the Doon School
5	Date of opening of Tender Form	24-3-2022
6	Timing of opening of Tender Form	3.00 P.M.
7	Place of opening of Tender Form	Office of Director Administrative Affairs

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR PROVIDING / SUPPLY OF _____ and address should be in the name of THE HEAD MASTER, THE DOON SCHOOL, MALL ROAD, DEHRADUN
- 2 Tender sent by other means will not be accepted in any case
- 3 The bidder must present himself/herself or depute someone as their representative to be present at the time of opening the tenders.


Gp. Capt. Sandeep Sethi (Retd.)
Director Administrative Affairs



**THE
DOON
SCHOOL**

The Doon School, is running a boarding school for boys at the Mall Road, Dehradun.

Terms & Conditions for laundry (washing and pressing the clothes) contract:-

<p>Being a Residential School, the School management is desirous of engaging, on a contractual basis, an independent and reputed agency which can provide laundry (washing and pressing the clothes) services of the students studying in The Doon School's Hostels. The Doon School is inviting sealed tenders for engagement of a Laundry Firm which can provide laundry services as per the following terms & conditions :-</p>	
1	The firm should be a reputed, well established and financially sound.
2	Party have the requisite, required skilled, experienced personnel, manpower and technical knowhow, expertise & equipments.
3	The contract shall tentatively commence from 01.4.2022 and shall continue till 31.03.2024 unless, it is curtailed or terminated by The Doon school owing to deficiency in service, sub-standard quality of services, breach of contract, etc. Non-compliance with any relevant labour laws, or change in requirements of the The Doon School or for any other reasons as stipulated in the contract to be entered into with successful bidder.
4	The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of The Doon School.
5	Scope of work including washing, hot air drying and ironing of linen/clothes as a complete one job as given by The Doon School.
6	Only branded detergent i.e. Tide & Surf Excel, Ariel in powder detergent or tide/sunlight/Johnson diversey in liquid detergent will be used for clothes & ezeel/Genteel liquid detergent for blankets will be used.
7	Whenever the machines are taken up for maintenance or repair the contractor shall adjust the schedule of the washing so that the supply of clean linen does not suffer.
8	Party to collect clothes for washing and pressing and deliver the processed garments from/to The Doon School as per schedule attached.
9	Clothing items after washing and pressing will be accounted for and returned to the respective House's Matrons in good & sound condition by the Party.
10	Party will be responsible for any loss or damage to / theft of the clothes and the same will be made good at the Party's risk, cost and responsibility.
11	Party/Company to collect cloths/linen/fabrics for washing and pressing and deliver the processed garments from/to the Dame of respective house.
12	The Collection and delivery of cloths shall be do through their helpers by their own means of transport, resources, cost / expenses.
13	Mode of payment. The payment will be made once in a month only. The bill duly verified by concerned house matron and will be passed through Manger Administration.
14	TDS as applicable will be deducted at source. The Party will be responsible for deposit of GST, as per applicable / prevailing rates.
15	Any damage caused to School's property by the Party will be made good by the Party at their risk, cost and responsibility. Party will keep the School completely harmless and indemnified against all damages, losses, thefts in respect of School's Properties / material.
16	The School reserves the right to terminate the contract at any time during the year without assigning any reasons whatsoever, with no liability on our part. The supplier can terminate the contract with two months written notice, specifying reasons. In the event of termination of contract by the supplier without the written consent of the School, the security deposit will not be refunded.
17	All statutory compliances with regard to payment of government taxes, duties and other levies shall be the sole responsibility of the contractor/supplier, including complete adherence to all government and state rules and regulations.
18	Please note that you will not ask for any changing in the rates for whole contract period.
19	All tenderer are required to deposit their tenders in sealed envelopes along with a Demand Draft in the name of "The Headmaster, The Doon School" of Rs.15000/- as Earnest Money. The Earnest Money will be refunded to unsuccessful tenderers. The Earnest Money of successful tenderers will be retained.
20	The Doon School reserves right to terminate the contract during the period , after giving a one month's notice to the selected Service Provider. In the event of termination of contract by the contracted agency without the written consent of the school the security deposit will not be refunded.
21	The agency shall be responsible for any damages caused to the School property by the personnel so deployed. The Doon School will be free to recover it from either the security deposit given by the agency or from any other dues as per the law.
22	The Doon School reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other changes.
23	The minimum turnover of the tenderer should be Rs. 25.00 lacs per annum for last three years. The proof of turnover, duly certified by a Chartered Accountant, needs to be enclosed.



THE
DOON
SCHOOL

The Doon School, Dehra Dun

Tender Form for providing / supply of Laundry Services at The Doon School
duration of contract period from April 1, 2022 to March 31, 2024

S.No.	Details	Date
1	Last date of submitting the Tender Form	
2	Days of submitting the Tender Form	
3	Timing of submission the Tender Form	
4	Place of submitting the Tender Form	In sealed drop box kept with the security at the main gate of the Doon School
5	Date of opening of Tender Form	
6	Timing of opening of Tender Form	
7	Place of opening of Tender Form	Office of Director Administrative Affairs

- 1 The envelope containing your tender should be sealed and superscribed in capital letter "TENDER FOR PROVIDING / SUPPLY OF _____ and address should be in the name of THE HEAD MASTER, THE DOON SCHOOL, MALL ROAD, DEHRADUN
- 2 Tender sent by other means will not be accepted in any case
- 3 The bidder must present himself/herself or depute someone as their representative to be present at the time of opening the tenders.


Gp. Capt. Sandeep Sethi (Retd.)
Director Administrative Affairs

Details of attached Bank Draft of the Earnest Money

S.No.	Particulars	Details
1	Name of tenderers	
2	Address of tenderer	
3	Contact No.	
4	Tender of supply of	
5	D.D. / Cheque No.	
6	Date of D.D. / Cheque	
7	Name of Bank	
8	Earnest Money amount	

(Signature and seal of the firm)



THE
DOON
SCHOOL

S.No.	Particulars	Details to be filled by the organization
1	Name of the Firm	
2	Registered Address	
3	Name of the contact person	
4	Telephone / Mobile No.	
5	E-mail	
6	Regn. No. of the firm (Submit copy of registration no. certificate)	
7	GST No. of the firm (Submit copy of GST registration no. certificate)	
8	Permanent Account Number of the company (Submit copy of PAN)	
9	Micro,Small and Medium Ent. Reg. no. (Submit copy of MSME registration no. certificate)	
10	FSSAI Licence No. (Submit copy of FSSAI Licence no. certificate)	
11	EPF Registration No. (Submit copy of EPF registration no. certificate)	
12	ESI Registration No. (Submit copy of ESI Registration certificate)	
13	Registration No. of registered under Private Security Agencies (Regulation) Act 2005 (Submit copy of PSAR certificate)	
14	Registration no. of Labour Licence (Submit copy of labor licence certificate)	

Note :- (1) Which one is not applicable please mentioned NA in this column.
(2) Please attach one cancelled cheque

(Signature and seal of the firm)